

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 428-8715

Fax: (540) 347-5753

**NOTICE OF CONTRACT AWARD**

1. DATE: March 31, 2005
2. COMMODITY NAME: Captive Auto Parts
3. CONTRACT NUMBER: 74-05bwc-A & B
4. SUPERCEDES: 83-02smc/58-00smc-A,B,C
5. CONTRACT PERIOD: April 1, 2005 through March 31, 2006
6. RENEWAL OPTIONS: Four (4) one-year renewal options
7. CONTRACTOR: See Attached
8. TERMS: Net 45
9. DELIVERY: See Attached; F.O.B. Destination
10. FOR FURTHER INFORMATION CONTACT: Barb Whitehurst  
PH (540) 428-8715
11. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodities listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: \_\_\_\_\_

Barbara Whitehurst

Senior Buyer, FCG&PS Procurement

## INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720. Please see Attachment A for Parts & Labor Ordering Procedure.
2. The applicable contract number, vendor number, item description and price per each, total dollar amount, contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use. Using Departments may issue blanket purchase orders and use internal release numbers for ease of ordering.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Renewals: As stated on the face of this notice, four (4) one year renewals remain on this contract. A new solicitation will be issued by the contract officer, with input requested from the using departments, approximately sixty (60) days in advance of the expiration date of the current term.

## CONTRACT #74-05bwc-A & B Captive Auto Parts & Service

### VENDOR & COMMODITY INFORMATION

Vendor Number	Vendor Name, Address, Phone and Fax
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**Primary Contractor, Ford and Dodge, Contract #74-05bwc-B**

630929	Rick Hunt Ford-Dodge	PH(540) 347-1234
	6443 Lee Highway	FX(540) 347-9649
	Warrenton, VA 20187	
	Contact: Scott Wyand, Parts Manager	

**10%:** Markup Fee on Manufacturer's Published Dealer's Cost List

**\$ 67.00/hour:** Labor Rate **Full Credit Terms**, no restocking fee

**10:00 a.m. & 4:00 p.m.:** Cut off time for order placement

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**Primary Contractor, Chevrolet/GM, Contract #74-05bwc-A**

631445	Jim Harris Incorporated	FX:(540)349-7737
	250 West Shirley Avenue	Ph:(540) 347-3341
	Warrenton, VA 20186	
	Contact: John Harris, Parts Manager	

**20%:** Markup Fee on Manufacturer's Published Dealer's Cost List

**\$ 65.00/hour:** Labor Rate **Full Credit Terms**,no restocking fee if in original  
Carton and in resellable condition

**10:00 a.m. & 2:00 p.m.:** Cut off time for order placement

Captive Auto Parts & Service, Contract #74-05bwc-A & B  
Parts Ordering Procedure

IN-STOCK PARTS: Fleet Maintenance will call the Primary Contractor for parts orders. All Contractors shall indicate at the time of order if the parts requested are IN STOCK or if they must be ordered from the dealer.

OUT-OF-STOCK PARTS: If the parts are OUT OF STOCK and are not needed immediately, Fleet Maintenance will place their order with the Primary Contractor for delivery within the next available delivery cycle upon the Contractor's receipt of the parts from the dealer; standard delivery time from dealers to Contractors is three days.

OVERNIGHT PARTS REQUESTS: As indicated in section 4.2 of the contract documents, Fleet Maintenance may authorize the Contractor to use speedy overnight delivery of critical out-of-stock parts on an exceptional basis. Fleet Maintenance will approve the addition of freight only on these exceptional orders.

SERVICE, BASED ON CONTRACT LABOR RATES: Fleet Maintenance will request service from the Primary Contractor at the contract labor rates as specified in Section 2.2 of the contract documents.